



# County of San Diego

Department of Purchasing & Contracting  
5560 Overland Ave, Ste 270  
San Diego, CA 92123-1204  
PH: (858) 505-6367 FAX: (858) 715-6452

Page : 1 of 1

## PURCHASE ORDER

P.O. Number-Rev: 553565 - 0  
P.O.Type: STANDARD  
Date: 26-APR-16

Authorized By:  
Phone No:

RAQUEL HARRIS  
(858) 505-6358

*Raquel Harris*

### SUPPLIER:

COMMUNITY HEALTH IMPROVEMENT PARTN  
5095 MURPHY CANYON RD STE#105  
SAN DIEGO, CA 92123

### TERMS:

Payments: NET 30 DAYS  
F.O.B. DESTINATION  
Freight: PREPAID  
Carrier: BEST METHOD

### SEND ORIGINAL INVOICE TO:

HEALTH AND HUMAN SERVICES AGENCY  
ATTN: FISCAL SERVICES, MS: W403  
1255 IMPERIAL AVE, RM 633  
SAN DIEGO, CA 92101

### SHIP TO:

HEALTH & HUMAN SVCS AGENCY  
CHILD, YOUTH & FAMILIES  
3851 ROSECRANS, RM R22  
SAN DIEGO, CA 92110

The P.O. Number must appear on all invoices and shipping documents. For out-of-State Invoices, the county will pay California Use Tax directly to the State of CA per Permit no. SR FH 25-632384. Prior to first payment, new suppliers must submit a completed IRS Form W-9 and a FTB Form 590. Failure to submit a completed FTB Form 590 will result in back up withholding on all payments per CA Revenue and Taxation Code section 18662. Submit both forms to Auditor & Controller via fax at (858) 694-2060 and mail originals to: County of San Diego, 5530 Overland Ave, Ste 410, San Diego, CA 92123.

### REQUIRED DELIVERY DATE:

26-APR-16

### NOTE TO THE SUPPLIER:

### ORDER ITEMS:

#### Line: 1

Quantity: 75000	UOM: DOLLAR	Unit Price: 1.00	Total Line Price: \$ 75,000.00
UNSPSC: 851100.0000	Item #:	Taxable: NO TAX	(including Tax)

#### Description:

HHSA-PHS-MCFHS -NEW TASK ORDER PO - Trainer/Facilitator consultant to provide Community Engagement Services under the Healthy Works: Prevention Initiative - County of San Diego for FFY 2016 thru FFY 2018 - COUNTY CPA 505707,pr109231,553565.

Ship Quantity: 75000  
Delivery Date: 26-APR-16

**TOTAL P.O. PRICE (Including Tax): \$ 75,000.00**

### ADDITIONAL INFORMATION :

END OF ORDER

**COUNTY OF SAN DIEGO**  
**STANDARD TERMS AND CONDITIONS OF PURCHASE**

1. Acceptance: By acceptance of this purchase order, Vendor agrees to be bound by, and to comply with, these terms and conditions, and all prior or contemporaneous agreements, understandings and representations, oral or written, are superseded. The terms of any proposal from Vendor referred to in this order are included and made a part of the order, but only to the extent of specifying the nature, price and delivery date of the goods and/or services ordered, and then only to the extent that such terms are consistent with the terms and conditions of this order. Any invoice, acknowledgement or other form used by Vendor shall not add to, amend, or modify these terms and conditions.
2. Affirmative Action. If applicable, Vendor shall comply with the Affirmative Action Program for Vendors as set forth in Article IIIk (Commencing at Section 84) of the San Diego County Administration Code which program is incorporated herein by reference. A copy of this affirmative action program will be furnished upon request.
3. Assignment. This order is assignable by County. Except as to any payment due hereunder, this order is not assignable by Vendor without written approval of County.
4. Audit Right. Pursuant to California Government Code Section 8546.7, the parties acknowledge that every contract involving the expenditure of public funds in excess of \$10,000 shall be subject to audit by the State Auditor.
5. Cash Discounts. In connection with any cash discount specified on this order, time will be computed from the later of the date of (i) complete delivery of the goods and/ or services as specified, or (ii) receipt of correct invoices. Payment is deemed to be made, for the purpose of earning the discount, on the date of mailing of the County warrant or check.
6. Changes. County shall recognize no change to this order by Vendor without written approval.
7. Compliance With Laws. Vendor shall comply with all laws, codes, regulations, rules and orders (collectively, "Regulations") applicable to the good and/or services to be provided hereunder. Vendor's failure to comply with any applicable Regulations shall constitute a material breach of this purchase order.
8. Governing Law. This contract shall be construed and interpreted according to the laws of the State of California.
9. Delivery. Unless otherwise specified in writing in this order, all shipments will be F.O.B. point of destination. Freight or handling charges are not billable unless referenced on this order. Transportation receipts, if allowed by order, must accompany invoice.
10. Food Products.
  - A. Package. Each package shall be identified with manufacturer's label, which shall conform to the requirements of the Fair Packaging and Labeling Act of the California Business and Professions Code Section 12601-12615.5.
  - B. Compliance. Vendor hereby guarantees that the product or products comprising each shipment made by Vendor to County, as of the date of delivery, is not adulterated or misbranded within the meaning of the U.S. Federal Food, Drug, and Cosmetic Act, as amended, or within the meaning of applicable U.S. State Laws or Municipal ordinances in which the definitions of adulteration and misbranding are substantially the same as those contained in the U.S. Act. Distressed food commodities that are reconditioned, relabeled and/or re-cased are not acceptable.
11. Force Majeure. Each party hereto shall be excused from performance hereunder resulting from delays caused by an act of God, war, civil disturbance, court order, governmental action, laws, orders, regulations, directions or requests, or as a result of events such as public enemies, fires, earthquakes, floods, strikes or other labor disturbances of the other party or any third party, or other cause beyond its reasonable control (financial inability excepted) and which it could not have prevented by reasonable precautions, and, such non-performance shall not be a default hereunder or a ground for termination hereof. In the event that Vendor is excused from performance under this paragraph, Vendor shall take all reasonable actions to resume or provide alternative performance of its obligations at no additional charge to County. If any such delay exceeds thirty (30) days, then County may terminate this order.
12. Formal Bids. In the event this purchase order results from a formal bid, terms and conditions of that bid are incorporated herein and form a part of this purchase order. In the event of any conflict or inconsistency between the terms of this purchase order and the terms of a formal bid, the terms of the formal bid shall control.
13. Hazardous Materials. If the product being supplied presents a physical or health hazard as defined in Title 8 of the California Code of Regulations, Section 5194, or if the product contains one or more of the substances listed on the "List of Hazardous Substances" prepared by the Director of the California Industrial Relations Department pursuant to Labor Code Section 6380, the Vendor shall forward a "Material Safety Data Sheet", pursuant to Cal/OSHA requirements, referencing this purchase order/sub order number with the product shipment.
14. Timeliness. Time is of the essence and this purchase order is subject to termination for failure to deliver on time.
15. Indemnity. County shall not be liable for, and Vendor shall defend and indemnify County and the employees and agents of County (collectively, "County Parties") against any and all claims, demands, liability, judgments, awards, fines, mechanic's liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney's fees and court costs (hereinafter collectively referred to as "Claims"), related to or arising out of this purchase order, and arising either directly or indirectly from any act, error, omission or negligence of Vendor or its contractors, licensees, agents, servants or employees, including Claims caused by the concurrent negligent act, error or omission of County Parties. However, Vendor shall have no obligation to defend or indemnify County Parties against Claims (i) to the extent they arise from the active concurrent negligence of County Parties, or (ii) caused by the sole negligence or willful misconduct of County Parties.
16. Patent Indemnity. Vendor warrants and agrees that it shall defend, indemnify, and hold County harmless, at Vendor's expense, against any claim, suit, or proceeding brought against County insofar as it is based on a claim of infringement of any patent, copyright, trademark, or trade secret of a third party and will pay any costs or damages in connection therewith, including attorney's fees, arising out of this order.
17. Sales and Use Tax. On invoices, Vendor shall show any sales or use tax if applicable, as separate items, giving permit number authorizing collection of Use tax. Vendor shall deduct cash discount before computing Sales or Use Tax.
18. Termination For Cause - Cancellation. The County may, by written notice of default to the Vendor, terminate this order in whole or in part, should the Vendor fail to make satisfactory progress, fail to deliver within the time specified or fail to deliver in strict conformance to specifications or requirements set forth herein. In the event of such termination, the County reserves the right to purchase or obtain the supplies or services elsewhere and the defaulting Vendor shall be liable for the difference between the prices set forth in this order and the actual cost thereof to the County. In such case, the prevailing market price shall be considered to be the fair repurchase price. The rights and remedies of County provided in this Article shall not be exclusive and are in addition to any other rights and remedies provided by law or under this order.
  - 18.1 If, after notice of termination of this order under the provisions of this clause, it is determined for any reason that the Vendor was not in default under the provisions of this clause, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant Clause 19, Termination For Convenience.
19. Termination For Convenience. The County may, by written notice stating the extent and effective date, terminate this order for convenience in whole or in part, at any time. The County shall pay the Vendor, as full compensation for performance until such termination, the unit or pro-rata order price for any delivered and accepted portion of the order. In no event shall the County be liable for any loss of profits on the order or portion thereof so terminated.
20. Warranty. Vendor agrees that any goods and/or services furnished under this order shall be covered by the most favorable commercial warranties Vendor gives to any of its customers for the same or substantially similar goods and/or services. Any warranties so provided shall supplement, and shall not limit or reduce, any rights afforded to County by any other provision of this order or by any applicable Uniform Commercial Code warranties.
21. Disallowance. In the event the Contractor receives payment for services under this contract which is later disallowed by the County, the Contractor shall promptly refund the disallowed amount to the County on request, or at its option, the County may offset the amount disallowed from any payment due to the Contractor under any contract with the County.

County of San Diego  
Department of Purchasing and Contracting  
**REPRESENTATIONS AND CERTIFICATIONS**

The following representations and certifications are to be completed, signed and returned with the offer (the term "offer" includes bids, proposals, quotes or any other submission to provide goods and/or services).

**1. BUSINESS TYPE**

☐ For-profit ☒ Non-profit ☐ Government

Attach proof of status for Non-profit.

**2. INTERLOCKING DIRECTORATE**

In accordance with Board of Supervisors Policy A-79, if Offeror is a non-profit as indicated in paragraph 1 above, Offeror is required to identify any related for-profit subcontractors in which an interlocking directorate, management or ownership relationship exists. If Offeror is a non-profit and will be subcontracting with a related for-profit entity, Offeror must list all such entity(ies) on an attached separate sheet, and authorization must be sought from Board of Supervisors. If Offeror is a non-profit and does not submit such a list, Offeror certifies it has no and will not enter into a subcontract relationship with a related for-profit entity.

**3. BUSINESS REPRESENTATION**

Offeror represents as a part of this offer the following information regarding the ownership, operation, and control of its business:

3.1. Are you a local business with a physical address within the County of San Diego? ☒ Yes ☐ No

3.2. Are you certified by the State of California as a:

☐ Disabled Veteran Business Enterprise (DVBE)

Certification #: N/A

☐ Small Business Enterprise (SBE)

Certification #: N/A

3.3. Are you certified by the U.S. Dept Of Veterans' Affairs as:

☐ Veteran Owned Small Business (VOSB)

Certification # N/A

☐ Service Disabled Veteran Owned Small Business (SDVOSB)

Certification # N/A

3.4. Estimated percentage of work in this offer to be performed or fulfilled locally (within the geographic boundaries of the County of San Diego): 100 %

**4. DEBARMENT, SUSPENSION AND RELATED MATTERS**

4.1. Offeror hereby certifies to the best of its knowledge that neither it nor any of its officers:

4.1.1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

4.1.2. Have within a three (3) year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

4.2. Except as allowed for in Section 4.2.4, Offeror hereby certifies to the best of its knowledge that neither it nor any of its officers:

4.2.1. Are presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in paragraph 4.1.2 of this certification;

4.2.2. Have within a three (3) year period preceding this agreement had one or more public transactions (federal, state or local) terminated for cause or default;

4.2.3. Are presently the target or subject of any investigation, accusation or charges by any federal, state or local law enforcement, licensing or certification body.

4.2.4. If Offeror is unable to certify any of the facts set forth in Sections 4.2.1, 4.2.2 or 4.2.3, it certifies that it has listed on a separate sheet(s) attached to this Representations and Certifications each fact that it cannot certify and the reason it cannot do so. That information must include the specific relevant facts (date(s), contract(s) and individual(s) involved, status of action(s), and any other relevant information) that prevent it from making the requested certifications. The County reserves the right to disqualify an Offeror based upon information disclosed.

4.3. Offeror has a continuing duty to disclose information until contract award/execution and shall report in writing to the County Department of Purchasing and Contracting within five business days of knowing or have any reason to know any change in status as certified in the preceding paragraphs 4.1 and 4.2.

4.4. If Offeror or any of its subcontractors, agents or consultants, have previously contracted with the County to perform related work on this project (e.g. preparing components of the statement of work or plans and specifications for this project), Offeror shall identify those previous agreement(s) and submit that list along with the proposal. Other than as may be submitted on said list, Offeror certifies to the best of its knowledge that it and its proposed subcontractors, agents and consultants have not previously contracted with the County to perform work on or related to this project.

**5. CURRENT COST OR PRICING**

Offeror certifies to the best of its knowledge that cost and/or pricing data submitted with this offer, or specifically identified by reference if actual submission of the data is impracticable, are accurate, complete, and current as of the date signed below.

**6. INDEPENDENT PRICING**

Offeror certifies that in relation to this procurement:

6.1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with other offerors, with any competitors, or with any County employee(s) or consultant(s) involved in this or related procurements;

6.2. Unless otherwise required by law, the prices that have been quoted in this offer have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening, in the case of a bid, or prior to award, in the case of a proposal, directly or indirectly to any other Offeror or to any competitor; and

6.3. No attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit an offer for the purpose of restricting competition.

**7. TAX INFORMATION**

The Offeror understands that prior to receiving a contract award from the County, the Offeror must submit a completed IRS W-9 form to provide a Federal Tax ID number, or if not available, to provide a Social Security Number (SSN).

**CERTIFICATION**

The information furnished in Paragraphs 1 through 7 and in the accompanying offer is certified to be factual and correct as of the date submitted and this certification is made under penalty of perjury under the laws of the State of California.

Name: Dana Richardson

Signature: Dana Richardson

Title: Vice President, Community Health Improvement

Date: 4/28/16

Company/Organization: Community Health Improvement Partners

**SUBMIT THIS FORM AS DIRECTED IN THE REQUEST FOR SOLICITATION DOCUMENTS OR WITH THE OFFER**

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**COUNTY CONTRACT NUMBER 109231**  
**COUNTY OF SAN DIEGO, HHSA, PUBLIC HEALTH SERVICES**  
**AGREEMENT WITH (CONSULTANT) FOR TRAINING AND FACILITATION**  
**COMMUNITY ENGAGEMENT SERVICES – HEALTHY WORKS: PREVENTION INITIATIVE – COUNTY OF SAN DIEGO**  
**STATEMENT OF WORK, COMPENSATION AND CONSULTANT COST ESTIMATE**

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**1. Scope of Work/Purpose**

Consultant shall provide services for the Cooperative Agreement DP14-1422 State and Local Public Health Actions to Prevent Obesity, Diabetes, Heart Disease and Stroke cooperative agreement—financed by 2014 Prevention and Public Health Funds (PPHF) and awarded by the Centers for Disease Control and Prevention (CDC). The cooperative agreement, locally known as Healthy Works: Prevention Initiative provides an important opportunity for communities to support intensive approaches to reduce risk factors responsible for the leading causes of death and disability and to prevent and control chronic diseases. Funding for this initiative is also provided by the County of San Diego Health and Human Services Agency (HHSA).

Consultant shall focus on conducting a minimum of eight Resident Leadership Academies (RLAs) throughout the San Diego County and implementing Community Improvement Projects (CIPs).

**2. Background Information**

The Centers for Disease Control and Prevention announced the availability of Fiscal Year (FY) 2014 funds to implement FOA DP14-1422, CFDA number 93.757 PPHF 2014: State and Local Public Health Actions to Prevent Obesity, Diabetes, and Heart Disease and Stroke. The County of San Diego Health and Human Services Agency (HHSA) applied for and was awarded funding from September 30, 2014 through September 29, 2018, pending annual approval from Congress. The County of San Diego HHSA is also providing additional funding for this initiative. The purpose of the funding is to support implementation of population-wide and priority population approaches to prevent obesity, diabetes, heart disease and stroke; and reduce health disparities in these areas among adults.

The Healthy Works: Prevention Initiative is comprised of two components. Component 1 is to support environmental and system approaches to promote health, reinforce healthful behaviors, and build support for lifestyle improvements. Component 2 supports health system interventions and community-clinical linkages. Both components target the general population and priority populations with uncontrolled high blood pressure or at high risk for type 2 diabetes, and who experience racial/ethnic or socioeconomic disparities, including inadequate access to care, poor quality of care or low income.

The Resident Leadership Academy (RLA) is an innovative approach to build grassroots leadership to drive improvements in the health, safety and vitality of neighborhoods, in line with the County of San Diego's *Live Well San Diego* vision. The RLA creates local leaders in low-income neighborhoods with disproportionate levels of chronic disease and crime. RLA graduates are empowered to enhance their neighborhood environments, and improve healthy behaviors, and create vibrant neighborhoods through policy, systems, and environmental changes.

In addition, the County of San Diego Health and Human Service Agency agreements support *Live Well San Diego*. *Live Well San Diego*, developed by the County of San Diego, is a comprehensive, innovative regional vision that combines the efforts of partners inside and outside County government to help all residents be healthy, safe, and thriving. All HHSA partners to this agreement, to the extent feasible, are expected to advance this vision, which was implemented in a phased

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**COUNTY CONTRACT NUMBER 109231**  
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approach. The first phase, Building Better Health, was adopted by the Board of Supervisors in 2010, and focuses on improving the health of residents and supporting healthy choices. The second phase, Living Safely, seeks to ensure residents are protected from crime and abuse, neighborhoods are safe, and communities are resilient to disasters and emergencies. The third and final phase, Thriving, was adopted in 2014 and focuses on promoting a region in which residents can enjoy the highest quality of life.

Information about the initiative can be found on the County's website and a website designated to the initiative:

- [http://www.sdcounty.ca.gov/hhsa/programs/sd/live\\_well\\_san\\_diego/index.html](http://www.sdcounty.ca.gov/hhsa/programs/sd/live_well_san_diego/index.html) and
- <http://www.LiveWellSD.org>.

**3. Goal and Process Objective**

**3.1. Goal:** Consultant shall conduct RLAs in English and Spanish to improve access to healthy environments and reduce chronic disease risk factors in the City of San Diego.

**3.2. Process Objective:**

3.2.1. By September 29, 2018, Consultant shall conduct a minimum of two (2) RLAs in Spanish within the City of San Diego and six (6) RLAs outside of the City of San Diego in English and/or Spanish and implement and sustain a minimum of one (1) community improvement project for each RLA cohort.

**4. Target Population and Geographical Area**

Project targets low-income and vulnerable Spanish-speaking adults in the City of San Diego and English and Spanish-speaking residents of San Diego County who are at risk of developing obesity, type 2 diabetes, heart disease and/or stroke.

**5. Definitions**

**5.1. Active Transportation:** A way of getting around that is powered by human energy, primarily walking and bicycling. Active transportation expresses the key connection between healthy, active living and our transportation choices.

**5.2. Community Based Organization (CBO):** A public or private nonprofit (including a church or religious entity) that is representative of a community or a significant segment of a community, and is engaged in meeting human, educational, environmental, or public safety community needs.

**5.3. Community Improvement Project (CIP):** A project where Resident Leadership Academy cohorts identify a priority for improving the quality of life in a community and design a strategy to address barriers, create an action plan and implement toward completion.

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COUNTY CONTRACT NUMBER 109231  
COUNTY OF SAN DIEGO, HHSA, PUBLIC HEALTH SERVICES  
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- 5.4. **Eat Well Standards:** The *Eat Well* Standards, developed by the County of San Diego, strive to promote safe, secure, and sustainable food and beverage options at County-sponsored events and meetings. Sustainable foods are those that positively support the triple bottom-line: social (health), the environment, and the economy. To be provided by the County.
- 5.5. **Facilitator:** A community leader who has completed the RLA training and received certification as an RLA Facilitator. As a trained facilitator, he/she will focus on efforts to build the capacity of community members to develop and implement plans that will actively reduce health disparities and inequalities in low-income communities and join in the advancement of efforts to make neighborhoods safe, healthy and thriving.
- 5.6. **Healthy Cities, Healthy Residents:** Community engagement projects that are funded by Healthy Work's Nutrition Education and Obesity Prevention Program and focused on advancing city policies related to healthy food and physical activity through partnerships between community. There will be a minimum of three Healthy Cities, Healthy Residents projects beginning in Year 3.
- 5.7. **Healthy Works: Prevention Initiative:** San Diego's name for a grant from the Centers for Disease Control and Prevention titled "State and Local Public Health Actions to Prevent Obesity, Diabetes, Heart Disease, and Stroke". The Prevention Initiative will reduce health disparities among adults in the City of San Diego through a combination of community and health system interventions.
- 5.8. **Lead Training and Technical Advisor:** A RLA subject matter expert, appointed by the County, to provide guidance on most aspects of the RLA and implementation of the Community Improvement Projects. This person will serve as the County representative supporting and guiding the work of the Consultant Community Based Organization (CBO) to ensure that the *Live Well San Diego* Initiative is advanced and the funding guidelines are followed.
- 5.9. **Live Well San Diego:** Developed by the County of San Diego, is a comprehensive, innovative regional vision that combines the efforts of partners inside and outside County government to help all residents be healthy, safe, and thriving.
- 5.10. **Low-income:** Household income at or below 185% of the current federal poverty level, which is issued by the Department of Health and Human Services.
- 5.11. **Policy, Systems and Environmental Changes:** Policy, systems and environmental change is a way of modifying the environment to make healthy choices practical and available to all community members. By changing laws and shaping physical landscapes, a big impact can be made with little time and resources. By changing policies, systems and/or environments, communities can help tackle health issues like obesity, diabetes, cancer and other chronic diseases.
- 5.12. **Resident Leadership Academy (RLA):** A curriculum-based, community health organizing project that empowers residents to make positive changes in their communities.

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Participants attend multi-session training program, led by a facilitator, and learn about how neighborhoods can impact the prevalence of chronic disease. At the end of the sessions, the participants assess their neighborhoods, determine and prioritize needs, and implement a Community Improvement Project.

**5.13. Resident Leadership Academy Cohort:** Group of residents that attend RLA sessions and graduate from an RLA together, and collectively work on a Community Improvement Project.

**5.14. Vulnerable Population:** A group of people that may experience health disparities due to their race/ethnicity, socio-economic status, geography, gender, age, disability status, risk status related to sex and gender, and among other populations identified as at-risk for health disparities.

**6. General Requirements for Service Delivery**

These terms and conditions apply to services provided under this Agreement.

**6.1. CDC Funding Source Terms and Conditions:** This award is based on the application submitted to, and as approved by the Centers of Disease Control and Prevention (CDC) on the County of San Diego Healthy Works project and is subject to the terms and conditions either directly or by reference in the following:

6.1.1. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.

6.1.2. 45 CFR Part 74 or 45 CFR Part 92 as applicable.

6.1.3. The HHS Grants Policy Statement, including addenda in effect as the beginning date of the budget period, September 30, 2014.

6.1.4. This award has been assigned the Federal Award Identification Number (FAIN) U58DP005528. Recipients must document the assigned FAIN on each consortium/subaward issued under this award.

6.1.5. This award is funded by the National Center for Chronic Disease Prevention and Promotion (CCDPH). Any papers published under the auspices of this award must cite the funding support of this institute.

**6.2. Special Terms and Conditions: Identifying Information**

6.2.1. Funding Opportunity Announcement (FOA) Number: DP14-1422PPHF

6.2.2. Award Number: 1U58 DP00528-01 (for September 30, 2015 to September 29, 2018. A new Award Number will be assigned each year).

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**COUNTY CONTRACT NUMBER 109231**  
**COUNTY OF SAN DIEGO, HHS, PUBLIC HEALTH SERVICES**  
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- 6.2.3. Award Type: Cooperative Agreement
- 6.2.4. Applicable Cost Principals: 2CFR Part 225 Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)
- 6.2.5. CFDA number: 93.757
- 6.3. Special Terms and Conditions: Award Information
  - 6.3.1. Incorporation: The Centers for Disease Control and Prevention (CDC) hereby incorporates Funding Opportunity Announcement number DP14-1422PPHF, entitled State and Local Public Actions to Prevent Obesity, Diabetes, Heart Disease and Stroke -financed solely by 2014 Prevention and Public Health Funds (PPHF), and application dated July 22, 2014, as may be amended, which are hereby made a part of this Non-Research award hereinafter referred to as the Notice of Award (NOA). The Department of Health and Human Services (HHS) grant recipients must comply with all terms and conditions outlined in their NOA, including grants policy terms and conditions contained in applicable HHS Grants Policy Statements, and requirements imposed by program statutes and regulations and HHS grant administration regulations, as applicable; as well as any requirements or limitations in any applicable appropriations acts. The term grant is used throughout this notice and includes cooperative agreements.
  - 6.3.2. Statutory Authority for this grant under FOA CDC-RFA-DP14-1422PPHF entitled, State and Local Public Actions to Prevent Obesity, Diabetes, Heart Disease and Stroke -financed solely by 2014 Prevention and Public Health Funds (PPHF) is authorized under sections 301(a) & 317(k)(2) PHS Act, 42 USC sec 241&247b(k)(2).
  - 6.3.3. Approved Funding from CDC and County of San Diego HHS
    - 6.3.3.1. Total amount of Consultant approved funding: Annual funding in the amount of \$35,000 is approved for Year 02, Year 03 through Year 04 funding will be in the amount of \$20,000 for a total of \$75,000. Budget period is September 30 through September 29 annually. Consultant approved funding is listed on Attachment A. Compensation Narrative page.
    - 6.3.3.2. Total amount of County of San Diego HHS Consultant approved funding: Annual funding in the amount of \$40,000 is approved for Year 02, Year 03 through Year 04 funding will be in the amount of \$55,000 for a total of \$150,000. Budget period is September 30 through September 29 annually. Consultant approved funding is listed on Attachment A. Compensation Narrative page



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- 6.3.3.3. Total amount of County federal award: Funding in the amount of \$3,520,000 is approved for Year 01 budget period, which is September 30, 2014 through September 29, 2015. All future year funding will be based on satisfactory programmatic progress and the availability of funds.
- 6.3.4. Award Funding: Funded solely by the Prevention and Public Health Fund and the County of San Diego HHSA.
- 6.4. Restricted Costs: Funding Restrictions from the FOA and Cost Limitations as stated in the Consolidated Appropriations Act, 2014 are as follows:
  - 6.4.1. Awardees may not use funds for research.
  - 6.4.2. Awardees may not use funds for clinical care.
  - 6.4.3. Awardees may not use funds for salaries related to the delivery of patient care or education.
  - 6.4.4. Awardees may not use funds for construction.
  - 6.4.5. Awardees may only expend funds for reasonable program purposes, including personnel, travel, supplies, and services, such as contractual.
  - 6.4.6. In most cases, awardees may not use HHS/CDC/ATSDR funding for the purchase of furniture or equipment. Any such proposed spending must be clearly identified in the budget.
  - 6.4.7. Reimbursement of pre-award costs is not allowed.
  - 6.4.8. The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project outcomes and not merely serve as a conduit for an award to another party or provider who is ineligible.
  - 6.4.9. Indirect costs are approved based on the recipient's approved Cost Allocation Plan.
  - 6.4.10. Cap on Salaries (Div. H, Title II, Sec. 203): None of the funds appropriated under this cooperative agreement shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II.
    - 6.4.10.1. The salary rate limitation does not restrict the salary that an organization may pay an individual working under an HHS contract or order; it merely limits the portion of that salary that may be paid with federal funds.
  - 6.4.11. Gun Control Prohibition (Div. H, Title II, Sec. 217): None of the funds made

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available under this cooperative agreement may be used, in whole or in part, to advocate or promote gun control.

**6.4.12. Proper Use of Appropriations – Publicity and Propaganda (LOBBYING) FY 2012 (Div. H, Title V, Sec. 503):**

6.4.12.1. 503(a): No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation of the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or other issued by the executive branch of any State or local government itself.

6.4.12.2. 503(b): No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than normal and recognized executive legislative relationships or participation by an agency or officer of an State, local or tribal government in policymaking and administrative processes within the executive branch of that government.

6.4.12.3. 503(c): The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including, but not limited to the advocacy or promotion of gun control.

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6.4.12.3.1. Lobbying Restrictions: The selected consultant must be aware of and comply with the "Anti-Lobbying Restrictions for CDC Awardees" per the following link:  
[http://www.cdc.gov/od/pgo/funding/grants/Anti-Lobbying\\_Restrictions\\_for\\_CDC\\_Grantees\\_July\\_2012.pdf](http://www.cdc.gov/od/pgo/funding/grants/Anti-Lobbying_Restrictions_for_CDC_Grantees_July_2012.pdf).

6.4.12.3.2. For additional information, see Additional Requirement 12 at  
[http://www.cdc.gov/od/pgo/funding/grants/additional\\_req.shtm](http://www.cdc.gov/od/pgo/funding/grants/additional_req.shtm).

- 6.4.13. Needle Exchange (Div. H, Title V, Sec. 522): Notwithstanding any other provision of this Act, no funds appropriated in this Act shall be used to carry out any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug.
- 6.4.14. Restricts dealings with corporations with recent felonies (Div. E, Title VI, Sec 623): None of the funds made available by this Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to any corporation that was convicted (or had an officer or agent of such corporation acting on behalf of the corporation convicted) of a felony criminal violation under any Federal or State law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation, or such officer or agent, and made a determination that has further action is not necessary to protect the interests of the Government.
- 6.4.15. Restricts dealings with corporations with unpaid federal tax liability unpaid federal tax liability (Div. E, Title VI, Sec. 622, Div. H, Title V, Sec. 518): None of the funds made available by this Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government.
- 6.4.16. Blocking access to pornography (Div. H, Title V, Sec. 528): (a) None of the funds made available in this Act may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography; (b) Nothing in subsection (a) shall limit the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

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6.4.17. Rent or Space Costs: Grantees are responsible for ensuring that all costs included in this proposal to establish billing or final indirect cost rates are allowable in accordance with the requirements of the Federal award(s) to which they apply, including 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A87); and 2 CFR Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122). The grantee also has a responsibility to ensure sub-recipients expend funds in compliance with applicable federal laws and regulations. Furthermore, it is the responsibility of the grantee to ensure rent is a legitimate direct cost line item, which the grantee has supported in current and/or prior projects and these same costs have been treated as indirect costs that have not been claimed as direct costs. If rent is claimed as direct cost, the grantee must provide a narrative justification, which describes their prescribed policy to include the effective date to the assigned Grants Management Specialist (GMS) identified in the CDC Contacts for this award.

6.4.18. Trafficking In Persons: This award is subject to the requirements of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. Part 71 04(g)). For the full text of the award terms and conditions, see, [http://www.cdc.gov/od/pgo/funding/grants/Award\\_Term\\_and\\_Condition\\_for\\_Trafficking\\_in\\_Persons.shtm](http://www.cdc.gov/od/pgo/funding/grants/Award_Term_and_Condition_for_Trafficking_in_Persons.shtm)

**6.5. Audit Requirement**

6.5.1. Domestic Organizations (including US-based organizations Implementing projects with foreign components): An organization that expends \$500,000 or more in a fiscal year in Federal awards shall have a single or program specific audit conducted for that year in accordance with the provisions of OMB Circular A-133. The audit period is an organization's fiscal year. The audit must be completed along with a data collection form (SF-SAC) and the reporting package shall be submitted within the earlier of 30 days after receipt of the auditor's report(s) or nine (9) months after the end of the audit period. The audit report must be sent to:

6.5.1.1. Federal Audit Clearing House Internet Data Entry System Electronic Submission: [https://harvester.census.gov/facides/\(S\(Ovkw1zaelyzjibnahocga5iO\)\)/account/login.aspx](https://harvester.census.gov/facides/(S(Ovkw1zaelyzjibnahocga5iO))/account/login.aspx) and

6.5.1.2. Procurement & Grants Office, Risk Management & Compliance Activity. Electronic Copy to [PGO.Audit.Resolution@cdc.gov](mailto:PGO.Audit.Resolution@cdc.gov)

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- 6.5.2. Audit requirements for Subrecipients: The grantee must ensure that the subrecipients receiving CDC funds also meet these requirements. The grantee must also ensure to take appropriate corrective action within six (6) months after receipt of the subrecipient audit report in instances of non-compliance with applicable Federal law and regulations (2 CFR 200 Subpart F and HHS Grants Policy Statement). The grantee may consider whether subrecipient audits necessitate adjustment of the grantee's own accounting records. If a subrecipient is not required to have a program-specific audit, the grantee is still required to perform adequate monitoring of subrecipient activities. The grantee shall require each subrecipient to permit the independent auditor access to the subrecipient's records and financial statements. The grantee must include this requirement in all subrecipient contracts.
- 6.5.2.1. Note: The standards set forth in 2 CFR Part 200 Subpart F will apply to audits of fiscal years beginning on or after December 26, 2014.
- 6.6. Definitions. For the federal requirements contained in this agreement, the following conditions apply:
- 6.6.1. Entity means all of the following, as defined in 2 CFR part 25 (appendix A, Paragraph (C)(D)):
- 6.6.1.1. Governmental organization, which is a State, local government, or Indian tribe;
  - 6.6.1.2. Foreign public entity;
  - 6.6.1.3. Domestic or foreign non-profit organization;
  - 6.6.1.4. Domestic or foreign for-profit organization;
  - 6.6.1.5. Federal agency, but only as a sub-recipient under an award or sub-award to a non-Federal entity
- 6.6.2. Executive means officers, managing partners, or any other employees in management positions.
- 6.6.3. Sub-award means a legal instrument to provide support to an eligible sub-recipient for the performance of any portion of the substantive project or program for which the grantee received this award. The term does not include the grantees procurement of property and services needed to carry out the project or program (for further explanation, see Sec. 210 of the attachment to OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations). A sub-award may be provided through any legal agreement, including an agreement that the grantee or a sub-recipient considers a contract.

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- 6.6.4. Sub-recipient means an entity that receives a sub-award from you (the grantee) under this award; and is accountable to the grantee for the use of the Federal funds provided by the sub-award.
- 6.6.5. Total compensation means the cash and non-cash dollar value earned by the executive during the grantee's or sub-recipient's preceding fiscal year and includes the following (for more information see 17 CFR Part 229.402(C)(s)):
  - 6.6.5.1. Salary and bonus
  - 6.6.5.2. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No.123 (Revised 2004) (FAS 123R), Shared Based Payments.
  - 6.6.5.3. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
  - 6.6.5.4. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
  - 6.6.5.5. Above-market earnings on deferred compensation which is not tax-qualified.
  - 6.6.5.6. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.
- 6.7. Federal Reporting Requirement
  - 6.7.1. Federal Funding Accountability and Transparency Act (FFATA): FFATA applies to new awards that have been made and noncompeting continuations that were issued as new awards on or after October 1, 2010. In accordance with 2 CFR Chapter 1, Part 170 Reporting Sub-Award And Executive Compensation Information, Prime Awardees awarded a federal grant are required to file a FFATA sub-award report by the end of the month following the month in which the prime awardee awards any sub-grant equal to or greater than \$25,000.

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- 6.7.2. Pursuant to A-133 (see Section\_.205(h) and Section\_.205(i)), a grant sub-award includes the provision of any commodities (food and non-food) to the sub-recipient where the sub-recipient is required to abide by terms and conditions regarding the use or future administration of those goods. If the sub-awardee merely consumes or utilizes the goods, the commodities are not in and of themselves considered sub-awards.
- 6.7.2.1. 2 CFR Part 170: [http://www.ecfr.gov/cgi-bin/text-idx?SID-62c0c614004cOada23cb6552eOadcdc6&node=2:1.1.1.1.4&rgn=div5#\\_top](http://www.ecfr.gov/cgi-bin/text-idx?SID-62c0c614004cOada23cb6552eOadcdc6&node=2:1.1.1.1.4&rgn=div5#_top)
- 6.7.3. FFATA: [www.fsrs.gov](http://www.fsrs.gov)
- 6.7.4. Prevention Fund Reporting Requirements: This award requires the grantee to complete projects or activities which are funded under the Prevention and Public Health Fund (PPHF) (Section 4002 of Public Law 111-148) and to report on use of PPHF funds provided through this award. Information from these reports will be made available to the public.
- 6.7.5. Grantees awarded a grant, cooperative agreement, or contract from such funds with a value of \$25,000 or more shall produce reports on a semi-annual basis with a reporting cycle of January 1 -June 30 and July 1 -December 31; and email such reports to the CDC website (template and point of contact to be provided after award) no later than 20 calendar days after the end of each reporting period (i.e. July 20 and January 20, respectively). Grantee reports must reference the NOA number and title of the grant, and include a summary of the activities undertaken and identify any sub-awards (including the purpose of the award and the identity of each sub-recipient).
- 6.8. County of San Diego HHSA Funding**
- 6.8.1. County of San Diego HHSA funding may be used for program implementation as well as the following allowable costs:
- 6.8.1.1. Food and Meals, up to \$2,000 per RLA cohort
- 6.8.1.2. Childcare, up to \$2,000 per RLA cohort
- 6.8.1.3. Travel reimbursement, up to \$500 per RLA cohort
- 6.9. CDC Allowable Costs Requirements**

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- 6.9.1. Travel Cost: In accordance with HHS Grants Policy Statement, travel costs are only allowable where such travel will provide direct benefit to the project or program. There must be a direct benefit imparted on behalf of the traveler as it applies to the approved activities of the NOA. To prevent disallowance of cost, the grantee is responsible for ensuring that only allowable travel reimbursements are applied in accordance with their organization's established travel policies and procedures. Grantees approved policies must meet the requirements of 2 CFR Parts 200, 225 and 230, as applicable and 45 CFR Parts 74 and 92, as applicable.
- 6.9.2. Food and Meals: Costs associated with food or meals are allowable when consistent with OMB Circulars and guidance, HHS Federal regulations, Program Regulations, HHS policies and guidance. In addition, costs must be proposed in accordance with grantee approved policies and a determination of reasonableness has been performed by the grantees. Grantee approved policies must meet the requirements of 2 CFR Parts 200, 225 and 230, as applicable and 45 CFR Parts 74 and 92, as applicable.
- 6.9.3. Key Personnel: In accordance with 2 CFR Parts 200.308 and 215.25(c)(2) & (3), CDC grantees must obtain prior approval from CDC for (1) change in the project director/principal investigator, business official, authorized organizational representative or other key persons specified in the
- 6.9.4. Inventions: Acceptance of grant funds obligates grantees to comply with the standard patent rights clause in 37 CFR Part 401.14
- 6.9.5. Equipment and Products: To the greatest extent practicable, all equipment and products purchased with CDC funds should be American-made. CDC defines equipment as tangible nonexpendable personal property (including exempt property) charged directly to an award having a useful life of more than one year AND an acquisition cost of \$5,000 or more per unit. However, consistent with grantee policy, a lower threshold may be established. Please provide the information to the Grants Management Officer to establish a lower equipment threshold to reflect your organization's policy.
- 6.9.5.1. The grantee may use its own property management standards and procedures, provided it observes provisions of in applicable grant regulations and OMS circulars.



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6.9.6. Federal Information Security Management Act (FISMA): All information systems, electronic or hard copy, that contain federal data must be protected from unauthorized access. This standard also applies to information associated with CDC grants. Congress and the OMS have instituted laws, policies and directives that govern the creation and implementation of federal information security practices that pertain specifically to grants and contracts. The current regulations are pursuant to the Federal Information Security Management Act (FISMA), Title III of the E-Government Act of 2002, PL 107-347.

6.9.6.1. FISMA applies to CDC grantees only when grantees collect, store, process, transmit or use information on behalf of HHS or any of its component organizations. In all other cases, FISMA is not applicable to recipients of grants, including cooperative agreements. Under FISMA, the grantee retains the original data and intellectual property, and is responsible for the security of these data, subject to all applicable laws protecting security, privacy, and research. If/When information collected by a grantee is provided to HHS, responsibility for the protection of the HHS copy of the information is transferred to HHS and it becomes the agency's responsibility to protect that information and any derivative copies as required by FISMA. For the full text of the requirements under Federal Information Security Management Act (FISMA), Title III of the E-Government Act of 2002 Pub. L. No. 107-347, please review the following website:  
[http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=107\\_cong\\_public\\_laws&docid=f:publ347.107.pdf](http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=107_cong_public_laws&docid=f:publ347.107.pdf)

6.9.7. Pilot Program for Enhancement of Consultant Employee Whistleblower Protections: Grantees are hereby given notice that the 48 CFR section 3.908, implementing section 828, entitled "Pilot Program for Enhancement of Consultant Employee Whistleblower Protections," of the National Defense Authorization Act (NOAA) for Fiscal Year (FY) 2013 (Pub. L. 112-239, enacted January 2, 2013), applies to this award.

6.9.8. Federal Acquisition Regulations As promulgated in the Federal Register, the relevant portions of 48 CFR section 3.908 read as follows (note that use of the term "contract," "consultant," "subcontract," or "subconsultant" for the purpose of this term and condition, should be read as "grant," "grantee," "subgrant," or "subgrantee"):

6.9.8.1. 3.908 Pilot program for enhancement of Consultant employee whistleblower protections.

6.9.8.2. 3.908-1 Scope of section.

6.9.8.2.1. (a) This section implements 41 U.S.C. 4712.

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6.9.8.2.2. (b) This section does not apply to

6.9.8.2.2.1. (1) 000, NASA, and the Coast Guard; or

6.9.8.2.2.2. (2) Any element of the intelligence community, as defined in section 3(4) of the National Security Act of 1947 (50 U.S.C. 3003(4)). This section does not apply to any disclosure made by an employee of a Consultant or subconsultant of an element of the intelligence community if such disclosure-

6.9.8.2.2.3. (i) Relates to an activity of an element of the intelligence community; or

6.9.8.2.2.4. (ii) Was discovered during contract or subcontract services provided to an element of the intelligence community.

6.9.9. 3.908-2 Definitions: As used in this section-"Abuse of authority" means an arbitrary and capricious exercise of authority that is inconsistent with the mission of the executive agency concerned or the successful performance of a contract of such agency.

6.9.10. "Inspector General" means an Inspector General appointed under the Inspector General Act of 1978 and any Inspector General that receives funding from, or has oversight over contracts awarded for, or on behalf of, the executive agency concerned.

6.9.11. 3.908-3 Policy

6.9.11.1. (a) Consultants and sub-consultants are prohibited from discharging, demoting, or otherwise discriminating against an employee as a reprisal for disclosing, to any of the entities listed at paragraph (b) of this subsection, information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract a gross waste of Federal funds, an abuse of authority relating to a Federal contract, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract). A reprisal is prohibited even if it is undertaken at the request of an executive branch official, unless the request takes the form of a non-discretionary directive and is within the authority of the executive branch official making the request.

6.9.11.2. (b) Entities to whom disclosure may be made.

6.9.11.2.1. (1) A Member of Congress or a representative of a committee of Congress.

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- 6.9.11.2.2. (2) An Inspector General.
- 6.9.11.2.3. (3) The Government Accountability Office.
- 6.9.11.2.4. (4) A Federal employee responsible for contract oversight or management at the relevant agency.
- 6.9.11.2.5. (5) An authorized official of the Department of Justice or other law enforcement agency.
- 6.9.11.2.6. (6) A court or grand jury.
- 6.9.11.2.7. (7) A management official or other employee of the Consultant or subConsultant who has the responsibility to investigate, discover, or address misconduct.
- 6.9.11.3. (c) An employee who initiates or provides evidence of Consultant or subConsultant misconduct or any judicial or administrative proceeding relating to waste, fraud, or abuse on a Federal contract shall be deemed to have made a disclosure.
- 6.9.12. 3.908-9 Contract clause: Consultant Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights (Sept. 2013)
  - 6.9.12.1. (a) This contract and employees working on this contract will be subject to the whistleblower rights and remedies in the pilot program on Consultant employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239) and FAR 3.908.
  - 6.9.12.2. (b) The Consultant shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation.
  - 6.9.12.3. (c) The Consultant shall insert the substance of this clause, including this paragraph (c), in all subcontracts over the simplified acquisition threshold.
- 6.10. CDC Funding Source Media Guidelines
  - 6.10.1. This award is funded by the National Center for Chronic Disease Prevention and Promotion (CCDPH). Any papers published under the auspices of this award must cite the funding support of this institute.
  - 6.10.2. Acknowledgment Of Federal Support: When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all awardees receiving Federal funds, including and not limited to State and local governments and grantees of Federal research grants, shall clearly state:

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- 6.10.2.1. Percentage of the total costs of the program or project which will be financed with Federal money
- 6.10.2.2. Dollar amount of Federal funds for the project or program, and
- 6.10.2.3. Percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.
- 6.10.3. Copyright Interests Provision: This provision is intended to ensure that the public has access to the results and accomplishments of public health activities funded by CDC. Pursuant to applicable grant regulations and CDC's Public Access Policy, Recipient agrees to submit into the National Institutes of Health (NIH) Manuscript Submission (NIHMS) system an electronic version of the final, peer-reviewed manuscript of any such work developed under this award upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication. Also at the time of submission, Recipient and/or the Recipient's submitting author must specify the date the final manuscript will be publicly accessible through PubMed Central (PMC). Recipient and/or Recipient's submitting author must also post the manuscript through PMC within 12 months of the publisher's official date of final publication; however the author is strongly encouraged to make the subject manuscript available as soon as possible. The recipient must obtain prior approval from the CDC for any exception to this provision.
- 6.10.4. The author's final, peer-reviewed manuscript is defined as the final version accepted for journal publication, and includes all modifications from the publishing peer review process, and all graphics and supplemental material associated with the article. Recipient and its submitting authors working under this award are responsible for ensuring that any publishing or copyright agreements concerning submitted articles reserve adequate right to fully comply with this provision and the license reserved by CDC. The manuscript will be hosted in both PMC and the CDC Stacks institutional repository system. In progress reports for this award, recipient must identify publications subject to the CDC Public Access Policy by using the applicable NIHMS identification number for up to three (3) months after the publication date and the PubMed Central identification number (PMCID) thereafter.
- 6.10.5. Disclaimer for Conference, Meeting, Seminar Materials: Disclaimers for conferences, meetings, etc. and/or publications: If a conference or meeting or seminar is funded by a grant, cooperative agreement, sub-grant and/or a contract the grantee must include the following statement on conference materials, including promotional materials, agenda, and internet sites:
  - 6.10.5.1. Funding for this conference was made possible (in part) by the Centers for Disease Control and Prevention. The views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policies of the Department of Health and Human Services, nor does the mention of trade names,

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commercial practices, or organizations imply endorsement by the U.S. Government.

- 6.10.6. Logo Use for Conference and Other Materials: Neither the Department of Health and Human Services (HHS) nor the CDC logo may be displayed if such display would cause confusion as to the funding source or give false appearance of Government endorsement. Use of the HHS name or logo is governed by U.S.C. Part 1320b-10, which prohibits misuse of the HHS name and emblem in written communication. A non-federal entity is unauthorized to use the HHS name or logo governed by U.S.C. Part 1320b-10. The appropriate use of the HHS logo is subject to review and approval of the HHS Office of the Assistant Secretary for Public Affairs (OASPA). Moreover, the HHS Office of the Inspector General has authority to impose civil monetary penalties for violations (42 CFR Part 1003). Accordingly, neither the HHS nor the CDC logo can be used by the grantee without the express, written consent of either the CDC Project Officer or the CDC Grants Management Officer. It is the responsibility of the grantee to request consent for use of the logo in sufficient detail to ensure a complete depiction and disclosure of all uses of the Government logos. In all cases for utilization of Government logos, the grantee must ensure written consent is received from the Project Officer and/or the Grants Management Officer.
- 6.11. County of San Diego Media and Communications, Materials, Publications, Presentations Guidelines
- 6.11.1. Consultant shall follow the County Media and Communications Guidelines.
- 6.11.2. Any recruitment, outreach and training documents in support of the contract deliverables shall be reviewed and approved by the County prior to submission or release.
- 6.11.3. All media, materials, publications, presentations, logos and any other products developed with these funds shall be the property of the County and shall be reviewed and approved by the County.
- 6.11.3.1. Consultant shall ensure that all resources, printed materials, media, messages, websites and advertisements are culturally competent and age appropriate to the target population that will be reached.
- 6.11.3.2. Please see Section 6.12 for CDC Funding Source Media Guidelines.
- 6.11.4. Media Communications
- 6.11.4.1. Consultant shall send all press releases and media events regarding contracted services to the County for review and approval at least 24 hours in advance. Notification shall be through both email and telephone call to the County.
- 6.11.4.2. Consultant shall include the County HHSA logo on all media communications, as determined by the County.

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6.11.4.3. Acknowledgment of Federal Support. Please follow Section 6.12.2 from the CDC Funding Source Media Guidelines.

**6.11.5. Materials**

6.11.5.1. Any materials shall be reviewed by the County prior to publication and dissemination. Please see section 6.12 for CDC Funding Source Media Guidelines.

**6.11.6. Publications**

6.11.6.1. Any publications shall be reviewed by the County prior to publication. Please see section 6.12 for CDC Funding Source Media Guidelines

6.11.6.2. Publications: Publications, journal articles, etc. produced under a CDC grant support project must bear an acknowledgment and disclaimer, as appropriate, for example:

6.11.6.2.1. This publication (journal article, etc.) was supported by the Grant or Cooperative Agreement Number, DP005528-01, funded by the Centers for Disease Control and Prevention. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Centers for Disease Control and Prevention or the Department of Health and Human Services.

**6.11.7. Presentations**

6.11.7.1. Any presentation materials shall be reviewed by the County prior to release. Please see section 6.12 for CDC Funding Source Media Guidelines.

**6.12. Healthy Working Environments**

6.12.1. Consultant is encouraged to demonstrate a commitment to employee health and wellness through provision of healthy working environments to include, but not be limited to, smoke-free workplaces, healthy food and beverage options, lactation accommodations, physical activity opportunities, and other key wellness activities.

6.12.2. Consultant is encouraged to send the County copies of any existing policies the Consultant has adopted regarding healthy working environments to include, but not be limited to, smoke-free workplaces, access to and promotion of healthy foods and beverages, lactation accommodations, and physical activity opportunities. The County will compile the wellness policies, identify best practices, and will contact Consultant to request permission to share the policies, or a portion thereof, as a best practice.

6.12.3. Consultant shall ensure all facilities utilized for services under the contract are in conformance with the (California) Labor Code specifically relating to smoking in enclosed workplaces (Labor Code Section 6404.5). Additionally, Consultant is encouraged to support and establish smoke-free environments.

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**6.13. Disaster Services Worker**

6.13.1. Consultant's staff shall be available upon request of the Public Health Officer to assist in any necessary tasks during a public health disaster or County emergency state order.

**6.14. Evaluation**

6.14.1. Consultant shall work with the County and any evaluation Consultant designated by the County to conduct evaluation activities related to their respective projects as required by the CDC and the County.

6.14.2. Consultant shall collect and provide performance measure data as requested by the County to fulfill requirements as per County's agreement with the CDC.

**7. Specific Requirements of Service Delivery**

**7.1. Training and Technical Assistance for Facilitators**

7.1.1. Consultant shall coordinate with the County, through September 29, 2018 to conduct train-the-trainer facilitator sessions.

7.1.2. Consultant shall plan and execute a minimum of one (1) train-the-trainer facilitator session annually.

7.1.3. The facilitator sessions shall occur by May 31, 2016 in Year 02, and by December 31 in Year 03 and Year 04.

7.1.4. The facilitator session in Year 02 shall be in the City of San Diego and conducted in Spanish.

7.1.5. Consultant shall organize meeting logistics, include securing a space and setting up AV equipment, developing agenda, printing facilitator manuals and handouts, and tracking meeting outcomes for each session.

7.1.6. Consultant shall work with the County to develop a system to provide ongoing support to these participants after completion of the facilitator training in order for the participants to conduct their own RLAs.

7.1.7. Consultant shall provide facilitator manuals for each RLA facilitator and design a system to check-out materials for other collaterals (videos, etc.).

7.1.7.1.1. County shall provide consultant with three (3) facilitator manuals in Spanish to distribute to participants.

7.1.7.1.2. Materials shall be color printed on 8x11 premium letter sized white paper, double sided.

7.1.7.1.3. Facilitator manuals shall be assembled in a 3-ring binder.

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- 7.1.7.1.4. Consultant shall use professionally-designed public domain images where appropriate.
    - 7.1.7.1.5. All materials and program supplies shall become property of the County.
  - 7.1.8. Consultant shall administer assessment tools (pre-and post-), provided by the County, ascertaining facilitation readiness.
- 7.2. CBOs to Conduct RLAs**
  - 7.2.1. Consultant shall graduate a minimum of two (2) RLA cohorts sessions in Year 02, four (4) RLA cohorts in Year 03, and two (2) RLA cohorts in Year 04. Each RLA shall be limited to a maximum of 20 participants.
  - 7.2.2. Consultant shall subcontract with CBOs to conduct RLAs.
  - 7.2.3. CBOs shall host RLAs by recruiting residents, providing meeting spaces, and facilitating sessions, and hosting a graduation ceremony.
    - 7.2.3.1. Meals shall not cost more than \$10.00 per participant per session and shall adhere to the Meeting and Events section of the *Eat Well* Standards. *Eat Well* Standards to be provided by the County.
    - 7.2.3.2. Child care shall be available for RLA sessions.
      - 7.2.3.2.1. Consultant shall assure its program or any subcontracted licensed childcare agency meet the appropriate standards for licensing as required by the State of California Community Care Licensing Division for the care of children from infancy to twelve years of age as cited in California Code of Regulations, Title 22, Division 12, Chapter 1.
      - 7.2.3.2.2. Consultant shall assure services are adequate, safe, developmentally appropriate, family friendly and culturally competent.
    - 7.2.3.3. Consultant shall reimburse the RLA participants at each graduation ceremony by providing a \$25.00 gift card from a gas retailer.
      - 7.2.3.3.1. Consultant shall have adequate internal controls and written procedure in place to mitigate misappropriation of gift cards.
      - 7.2.3.3.2. Consultant shall submit to the County in the month following the occurrence a Gift Card Distribution Log containing the recipient's full name, gift card amount, date gift card was disbursed, and two full signatures one of which must be a consultant employee, when both signatures are those of consultant employees, one must be a supervisor.



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- 7.2.3.3.3. Gift cards are maintained in a secured and locked environment that is accessible only to designated contractor employees.
    - 7.2.3.3.4. Gift cards that are not used or disbursed at the end of their original approved contract year, must be justified and pre-approved (again) prior to being used in the next or any future contract years.
  - 7.2.3.4. All expenses related to meals, childcare and transportation shall be claimed from the County-funded portion of these services.
- 7.2.4. Consultant shall prioritize RLAs in low-income communities and Healthy Cities, Healthy Residents neighborhoods to reach predominantly vulnerable populations.
- 7.2.5. Consultant shall provide participant manuals for each RLA participant.
  - 7.2.5.1. County shall provide contractor with 20 participant manuals in Spanish to distribute to participants.
  - 7.2.5.2. Materials shall be color printed on 8x11 premium letter sized white paper, double sided.
  - 7.2.5.3. Participant manuals shall be assembled in spiral bound with laminated front and back covers.
  - 7.2.5.4. Consultant shall use professionally-designed public domain images where appropriate.
  - 7.2.5.5. All materials and program supplies shall become property of the County.
- 7.2.6. Consultant shall graduate a minimum of two (2) RLA cohorts sessions in Year 02, four (4) RLA cohorts in Year 03, and two (2) RLA cohorts in Year 04.
  - 7.2.6.1. The two (2) RLA cohorts in Year 02 shall be conducted in Spanish in the City of San Diego.
  - 7.2.6.2. Of the remaining six (6) RLA cohorts, consultant shall ensure the following:
    - 7.2.6.2.1. A minimum of two (2) RLA cohorts shall be targeted to refugee populations.
    - 7.2.6.2.2. Consultant shall ensure a minimum of one (1) RLA cohort is from each of the following HHSA regions and specified jurisdiction:
    - 7.2.6.2.3. East
    - 7.2.6.2.4. North Coastal

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7.2.6.2.5. North Inland

7.2.6.2.6. South

7.2.6.2.7. A minimum of one (1) RLA cohort shall be in a rural area.

7.2.7. Consultant shall ensure the effective delivery of the RLA training as needed for community participants. Support shall include provision of a facility for the RLA training sessions to be held, and funds to provide meals, transportation, and child care if requested.

7.2.7.1. Consultant shall adhere to updated RLA curriculum and planning process to implement a minimum of one (1) CIP per RLA.

7.2.7.2. Consultant shall offer make-up assignments and sessions to ensure maximum participation.

7.2.7.3. Consultant shall begin RLAs by June 30 2016 in Year 02 and by January 31 each consecutive year

7.2.7.4. Consultant shall begin to implement CIPs within one (1) month after the completion of each RLA.

**7.3. Collaborate with CBOs to sustain existing RLAs by implementing the CIPs**

7.3.1. Consultant shall assist in prioritizing, determining, and implementing a minimum of one (1) Community Improvement Project for each RLA throughout Years 02-04.

7.3.1.1. Consultant shall submit CIPs to the County for review and approval before implementation.

7.3.1.2. CIPs shall be aligned with Healthy Works and *Live Well San Diego* activities. Activities may include, but are not limited to:

7.3.1.2.1. Healthy Works: Prevention Initiative

7.3.1.2.2. Healthy Cities, Healthy Residents activities

7.3.1.2.3. *Live Well San Diego* Regional Leadership Teams

7.3.2. Each CIP will have clear objectives and measures and include a process for tracking progress.

7.3.3. A minimum of five (5) CIPs shall support a minimum of one (1) of the following key strategies:

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- 7.3.3.1. Enhancements to sidewalks or signage to improve safety and walkability of neighborhoods (e.g. improvements made and increase in pedestrian usage)
- 7.3.3.2. Increased opportunities for physical activity within neighborhoods (e.g. increase in park visits and usage)
- 7.3.4. Other CIPs may support additional strategies, including but are not limited to:
  - 7.3.4.1. Increased access to fresh foods (e.g. number of grocers offering fresh fruits and vegetables)
  - 7.3.4.2. Implementation of community gardens (e.g. number and dates of gardens opened, volunteers)
- 7.3.5. Consultant shall identify and provide assistance on funding applications that support CIPs for each RLA.
- 7.3.6. Consultant shall identify opportunities for program sustainability beyond funding period.
  - 7.3.6.1. Consultant shall conduct a minimum of one (1) presentation to professional and/or community groups for each CIP by June 30, 2018.
- 7.3.7. Consultant shall submit progress on the CIPs to County staff in the Monthly Progress Report.
  - 7.3.7.1. Consultant shall identify barriers to implementation of the CIPs and identify plans to overcome the barriers.
- 7.4. **Capacity Building**
  - 7.4.1. Consultant shall ensure CBOs that are hosting RLAs attend a minimum of one RLA symposium annually.
    - 7.4.1.1. Information on the symposiums shall be provided by the County.
  - 7.4.2. Consultant shall ensure each RLA cohort registers on the Childhood Obesity Initiative Community Engagement Mapping Site.
    - 7.4.2.1. Link will be provided by the County.

**8. Data Collection and Reporting Requirements**

Contractor shall complete four (4) categories of reports to the County: 1) Monthly Progress Report; 2) Annual Report; 3) Final Report; and 4) Other reports, as requested by the County. Submission dates are listed below

**8.1. Monthly Progress Reports (MPR)**

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- 8.1.1. The Consultant shall submit an MPR electronically by the 15<sup>th</sup> day after the end of the reporting month. The County will provide a template format and instructions for the report. The monthly report shall include the following:
- 8.1.1.1. Status
  - 8.1.1.2. Progress of activities and CIPs
  - 8.1.1.3. Successes
  - 8.1.1.4. Barriers and plans to overcome barriers
  - 8.1.1.5. Technical assistance needs
  - 8.1.1.6. Additional items as requested by the County.

**8.2. Annual Report**

- 8.2.1. Contractor shall submit an Annual Report electronically by October 15<sup>th</sup> for County review and approval, covering the previous contract term. The Annual Report shall include the following:
- 8.2.1.1. Executive Summary
  - 8.2.1.2. Program Accomplishments
  - 8.2.1.3. Status of Agreement Objectives
  - 8.2.1.4. Lessons Learned/ Challenges
  - 8.2.1.5. Evaluation Outcomes
  - 8.2.1.6. Sustainability Plan
  - 8.2.1.7. Any unanticipated or additional accomplishments.

**8.3. Final Report**

- 8.3.1. Contractor shall submit a Final Report electronically by September 7, 2018, for County review and approval, covering the total contract term.
- 8.3.1.1. Contractor shall submit a draft Final Report by August 10, 2018 for review and approval.
  - 8.3.1.2. Report shall include the following:
    - 8.3.1.2.1. Executive Summary
    - 8.3.1.2.2. Program Accomplishments
    - 8.3.1.2.3. Status of Agreement Objectives
    - 8.3.1.2.4. Lessons Learned
    - 8.3.1.2.5. Evaluation Outcomes
    - 8.3.1.2.6. Sustainability Plan
    - 8.3.1.2.7. Any unanticipated or additional accomplishments

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**9. Disentanglement**

- 9.1.** All plans, creative materials, and supportive products shall become property of the County of San Diego.
- 9.2.** If and when County requests Consultant to provide services in addition to those specified above, Consultant shall develop a work plan detailing the specific tasks to be completed and providing a detailed not-to-exceed budget for performing such tasks.

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**ATTACHMENT A. COMPENSATION NARRATIVE**

**1. Compensation**

County agrees to pay Consultant a sum of Seventy-Five Thousand dollars (\$75,000) for the initial term of this Agreement and Seventy-Five Thousand dollars (\$83,750) for each of the Two one year option periods, for a maximum Agreement amount of Two Hundred Forty-Two Thousand Five Hundred dollars (\$242,500). Payments for these services described in the Statement of Work are on a fixed price basis after County review and acceptance of original monthly invoices in accordance with attached Payment Schedule detail. This project is funded by a PPHF 2014: State and Local Public Health Actions to Prevent Obesity, Diabetes, and Heart Disease and Stroke from the Centers for Disease Control and Prevention, Catalog of Federal Domestic Assistance (CFDA) #93.757.

Funding Source	CDC/ Prevention	County/ Non-Prevention	Total
Year 02	\$35,000	\$40,000	\$75,000
Year 03	\$20,000	\$63,750	\$83,750
Year 04	\$20,000	\$63,750	\$83,750

**2. Payments**

All requests for payment are subject to County review and acceptance of deliverables and submitted documentation at the time of invoice. Pending any adjustments by the Program Lead each invoice approved and paid shall constitute full and complete compensation to the Consultant for the invoice.

**3. Invoices**

3.1 Consultant shall submit monthly invoice to the County by 15<sup>th</sup> of the month following the deliverables. Invoice template will be provided by the County.

3.2 Invoices shall be submitted to the following address:

Maternal, Child and Family Health Services  
Invoice Processing  
3851 Rosecrans Street, Suite 522  
San Diego CA 92110-3134

3.3 Invoices shall contain the following certification:

*I certify, under penalty of perjury under the laws of the State of California, that no employee or entity providing services under the terms and conditions of this contract is currently listed as excluded on the federal System for Award Management (SAM), the federal Health and Human Services Office of Inspector General List of Excluded Individuals/Entities (LEIE), or the State of California Medi-Cal Suspended and Ineligible list.*

*I also certify that the above deliverables and/or services were delivered and/or performed specifically for this contract in accordance with the terms and conditions set forth therein.*

\_\_\_\_\_  
Printed Name and Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Telephone and Fax Number

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COUNTY OF SAN DIEGO, HHSA, PUBLIC HEALTH SERVICES  
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ATTACHMENT B. CONSULTANT COST ESTIMATE  
The maximum total amount is \$75,000

<b>PROJECT TERM:</b>	FFY 2016 (Year 2) - County		
<b>ORGANIZATION NAME:</b>	Community Health Improvement Partners		
<b>DATE SUBMITTED:</b>	2/10/2016		
<b>STAFF NAME/ POSITION</b>	<b>NUMBER OF HOURS</b>	<b>APPROVED HOURLY RATE</b>	<b>TOTAL COST</b>
Dana Richardson, VP	224	175	39,200
Yeni Palomino, Manager	32	125	4,000
Kristin Garrett, CEO	6	200	1,200
<b>SUBTOTAL STAFF COST</b>			<b>44,400</b>
	<b>DESCRIPTION</b>	<b>TOTAL COST</b>	
<b>SUBCONTRACTS</b>	2 CBOs – RLA,CIPs (includes childcare, food, stipends)	<b>19,000</b>	
<b>TRANSLATION / INTERPRETATION</b>	Train-the-Trainer	<b>5,000</b>	
<b>TOOLKIT CONTENT / PRINTING</b>	DVDs, flash drives, misc. printing	<b>6,000</b>	
<b>TRAVEL REIMBURSEMENT</b>	mileage	<b>600</b>	
<b>SUBTOTAL OTHER COSTS</b>			<b>30,600</b>
<b>TOTAL BUDGET</b>			<b>75,000</b>

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ATTACHMENT B. CONSULTANT COST ESTIMATE

The maximum total amount is \$83,750

<b>PROJECT TERM:</b>	FFY 2017 (Year 3) - County		
<b>ORGANIZATION NAME:</b>	Community Health Improvement Partners		
<b>DATE SUBMITTED:</b>	2/10/2016		
<b>STAFF NAME/ POSITION</b>	<b>NUMBER OF HOURS</b>	<b>APPROVED HOURLY RATE</b>	<b>TOTAL COST</b>
Dana Richardson, VP	208	175	36,400
Yeni Palomino, Manager	32	125	4,000
Kristin Garrett, CEO	10	200	2,000
<b>SUBTOTAL STAFF COST</b>			42,400
	<b>DESCRIPTION</b>	<b>TOTAL COST</b>	
<b>SUBCONTRACTS</b>	4 CBOs – RLA,CIPs (includes childcare, food, stipends)	38,000	
<b>TOOLKIT CONTENT / PRINTING</b>	DVDs, flash drives, misc. printing	2,000	
<b>TRAVEL REIMBURSEMENT</b>	mileage	1,350	
<b>SUBTOTAL OTHER COSTS</b>			41350
<b>TOTAL BUDGET</b>			83,750



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**ATTACHMENT B. CONSULTANT COST ESTIMATE**

The maximum total amount is \$83,750

<b>PROJECT TERM:</b>	<b>FFY 2018 (Year 4) - County</b>		
<b>ORGANIZATION NAME:</b>	<b>Community Health Improvement Partners</b>		
<b>DATE SUBMITTED:</b>	<b>2/10/2016</b>		
<b>STAFF NAME/ POSITION</b>	<b>NUMBER OF HOURS</b>	<b>APPROVED HOURLY RATE</b>	<b>TOTAL COST</b>
Dana Richardson, VP	256	175	44,800
Yeni Palomino, Manager	96	125	12,000
Kristin Garrett, CEO	10	200	2,000
<b>SUBTOTAL STAFF COST</b>			<b>58,800</b>
	<b>DESCRIPTION</b>	<b>TOTAL COST</b>	
<b>SUBCONTRACTS</b>	<b>2 CBOs – RLA,CIPs (includes childcare, food, stipends)</b>	<b>19,000</b>	
<b>TOOLKIT CONTENT / PRINTING</b>	<b>DVDs, flash drives, misc. printing</b>	<b>4,200</b>	
<b>TRAVEL REIMBURSEMENT</b>	<b>mileage</b>	<b>1,750</b>	
<b>SUBTOTAL OTHER COSTS</b>			<b>24,950</b>
<b>TOTAL BUDGET</b>			<b>83,750</b>

TASK ORDER/ REQUISITION NUMBER 109231  
COUNTY OF SAN DIEGO, HHSA, PUBLIC HEALTH SERVICES  
AGREEMENT WITH COMMUNITY HEALTH IMPROVEMENT PARTNERS FOR COMMUNITY ENGAGEMENT SERVICES  
HEALTHY WORKS: PREVENTION INITIATIVE – COUNTYWIDE SAN DIEGO

ATTACHMENT B. CONSULTANT COST ESTIMATE

YEAR 2: TOTAL MAXIMUM \$75,000

PREVENTION: \$35,000 | NON-PREVENTION: \$40,000

DATE SUBMITTED:	3/25/2016
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STAFF NAME/POSITION	APPROVED HOURLY RATE	PREVENTION		NON-PREVENTION		TOTAL COST
		NUMBER OF HOURS	COST	NUMBER OF HOURS	COST	
Dana Richardson, VP	\$175.00	150	\$26,250.00	74	\$12,950.00	\$39,200.00
Yeni Palomino, Manager	\$125.00	30	\$3,750.00	26	\$3,250.00	\$7,000.00
CEO	\$200.00		\$0.00	6	\$1,200.00	\$1,200.00
			\$0.00		\$0.00	\$0.00
			\$0.00		\$0.00	\$0.00
TOTAL STAFF		\$30,000.00		\$17,400.00		\$47,400.00
PREVENTION FUNDING UNALLOWABLE COSTS: Food, meals, childcare, travel reimbursement						
NON-STAFF	DESCRIPTION/JUSTIFICATION			PREVENTION	NON- PREVENTION	TOTAL COST
SUBCONTRACTS	2 CBOs – RLA,CIPs (includes childcare, food, stipends)			\$5,000.00	\$11,000.00	\$16,000.00
TRANSLATION / INTERPRETATION	Train-the-Trainer				\$5,800.00	\$5,800.00
TOOLKIT CONTENT	DVDs, flash drives, misc.				\$4,200.00	\$4,200.00
PRINTING					\$1,600.00	\$1,600.00
TOTAL NON-STAFF				\$5,000.00	\$22,600.00	\$27,600.00
				TOTAL BUDGET		\$75,000.00

TOTAL PREVENTION	\$35,000.00
TOTAL NON- PREVENTION	\$40,000.00
TOTAL BUDGET	\$75,000.00



# Purchase Requisition

[Link to Instructions](#)
[Submission Procedure](#)

<b>PR Line 1</b>	<a href="#">(Click here to see Tip Sheet #6: Guide to Request Types)</a>	<a href="#">(Click here to see ALL Tip Sheets)</a>	<b>X</b>
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## Request Type

<b>Contract A &amp; C</b> <input type="radio"/> New# and Encumbrance	<b>Goods</b> <input type="radio"/> Create New PO# with Encumbrance OR Add a Line to PO# to Encumber	<b>Services</b> <input checked="" type="radio"/> Create New PO# with Encumbrance OR Add a Line to PO# to Encumber	<input type="radio"/> <b>Freight</b> Create Line on PO# OR Add a Line to a BPA	<input type="radio"/> <b>BPA Goods</b> CreateNew BPA# OR Renew a BPA#
<b>Amend A &amp; C</b> <input type="radio"/> Add Line to Encumber <input type="radio"/> Reduce, Cancel Line	<input type="radio"/> Create New PO# Before Encumbrance OR Cancel/Reduce a Line on PO#	<input type="radio"/> Create New PO# Before Encumbrance OR Cancel/Reduce a Line on PO#	<input type="radio"/> <b>BPA - Services</b> Create New BPA# OR Renew a BPA#	<b>Request for Bids</b> <input type="radio"/> Goods - RFB / RFP <input type="radio"/> Services - RFB / RFP

Category No.	UOM	Qty.	Est. Price	Needed by	Tax
851100.0000	Dollar	\$75,000	1	04/20/16	NO TAX

## Description

HHSA-PHS-MCFHS CO RAQUEL HARRIS -NEW TASK ORDER PO - Trainer/Facilitator consultant to provide Community Engagement Services under the Healthy Works: Prevention Initiative - County of San Diego for FFY 2016 thru FFY 2018 - COUNTY CPA 505707

## Part A (requestor CAN NOT be the same person as the Dept. authorizer)

Requestor / Contact Name	Phone	Mail Stop	Suggested supplier	Phone
Carlos Benitez	(619) 692-8390	P511H	Community Health Improvement Partners	(858) 609-7960

## Comments:

Funded by the CDC and Prevention, Cooperative Agreement DP14-1422, and the County. Project initial term is \$75,000, and \$83,750 for each 2 opt periods for a total of \$242,500, subject to availability, to be expended by September 29, 2018.

## POETA

Receiving Org	DPC (Loc)	Project	Task	Award	Expenditure	Org
44990	2067	1019331	001.002	100257	52432	45098

<b>Cecilia K. Cajusay</b> <small>Digitally signed by Cecilia K. Cajusay          DN: cn=Cecilia K. Cajusay, o=Maternal, Child,          and Family Health Services, ou=45098,          email=cecilia.cajusay@sdcounty.ca.gov, c=US          Date: 2016.01.21 15:29:01 -08'00'</small>	<b>Purchasing Use Only</b>	Database #: 16-0970
Department Authorization:	Processed by GREG	Date: 04/22/16
	Approved by LT	Date: 04/22/16
		Purchase Req # 109231

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